

	JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	505 KAR 1:100 REFERENCES: 3-JTS-3D-07; 5I-17 3-JCRF-5B-10
CHAPTER: Admissions		AUTHORITY: KRS 15A.069
SUBJECT: Administrative Transfers		
POLICY NUMBER: DJJ 206		
TOTAL PAGES: 3		
EFFECTIVE DATE: 1/04/2016		
APPROVAL: Bob D. Hayter		, COMMISSIONER

I. POLICY

The Department of Juvenile Justice (DJJ) shall transfer youth within the placement continuum as needed.

II. APPLICABILITY

This policy shall apply to DJJ community offices, facilities, contracted out-of-home placements staff, and to the youth committed or sentenced to the Department.

III. DEFINITIONS

Refer to Chapter 200.

IV. PROCEDURES

- A. An Administrative Transfer Request (ATR) shall be submitted for any committed youth for whom a change or extension within the placement continuum is requested as outlined in the Classification and Placement Manual.
- B. The ATR Committee shall consist of:
 1. Deputy Commissioner of Operations (Chairperson);
 2. Division Director of Community and Mental Health Services;
 3. Chief of Mental Health Services;
 4. Director of Medical Services;
 5. Director of Placement Services;
 6. Classification Branch Manager; and
 7. Division Director(s) from Residential Services.

POLICY NUMBER DJJ 206	EFFECTIVE DATE 1/04/2016	PAGE NUMBER 2 of 3
--	---	-------------------------------------

- C. If an extension of out of home placement timeframes is requested, one of the following criteria shall be present and documented in the ATR request:
1. Safety concerns for the community or youth exist based on current behavior.
 2. An unapproved home evaluation, subsequent referral to DCBS for an investigation on the proposed placement residence, and pending the results of the investigation when no other community residence is viable.
 3. Further out of home placement is necessary for completion of treatment.
 4. Youth requests extension due to being fearful to return to the community based on historical threats of violence or retaliation from community acquaintances.
 5. Youth requests extension of timeframe for educational purposes not to exceed thirty (30) days.
- D. A request for an Emergency ATR (E-ATR) for an immediate change in out-of-home placement of any committed public offender or sentenced youthful offender currently in out-of-home placement shall be submitted through the chain of command to the Division Director of Community and Mental Health Services, appropriate Division Director, or designee.
- E. The major criterion for an E-ATR shall be that the youth cannot be safely maintained in the current placement. Criteria for an E-ATR may include:
1. Absent Without Leave (AWOL) attempt in a Group Home setting;
 2. Documented assaultive behavior towards residents or staff after appropriate disciplinary actions are utilized;
 3. Medical or psychiatric conditions arise for which treatment in current setting is not available;
 4. De-Certification by Medicaid in a hospital placement; and
 5. Youth AWOL from out-of-home placement and picked up on a Commissioner's Warrant with time expiring (KRS 635.100(1) and (4)).
 6. An extension of the out-of-home placement timeframe has become necessary based on information meeting the criteria in Section VII. F. which was not present prior to 21 days of the youths anticipated release.
- F. Once approved, the appropriate Division Director or designee shall forward the approved emergency ATR to the Classification Branch and complete notification by phone or e-mail. Classification Branch staff shall review the E-ATR. If one or more of the criteria are met, Classification Branch staff will present E-ATR to the Deputy Commissioner of Program Operations or designee for approval.

POLICY NUMBER DJJ 206	EFFECTIVE DATE 1/04/2016	PAGE NUMBER 3 of 3
--	---	-------------------------------------

V. MONITORING MECHANISM

Monitoring of this activity shall be by the Classification Branch Manager, Quality Assurance Branch, and the Division Directors on an on-going basis.